

Technical Branch
Library, Museum and Zoo Group
Museum Series

ART MUSEUM REGISTRAR

12/03 (AIS)

General Purpose

Under general supervision, responsible for the manual and computerized documentation of movement, storage and preventative conservation of the museum's collections.

Typical Duties

Maintain museum collection records. Involves: File and retrieve legal and photographic documents and forms associated with accessions, deaccessions, loans, and exhibitions. Complete forms and prepare condition reports, create files and process paperwork. Update collections inventory utilizing computerized database. Monitor condition of objects on view and in storage. Respond to inquiries and requests about the collection including rights and reproduction requests. Develop and implement registration guidelines and procedures.

Supervise shipping and receiving of art objects, exhibitions, and loans. Involves: Prepare condition reports, insurance reports and claims. Track incoming and outgoing loans. Develop and implement registration guidelines and procedures. Assist curator in circulating traveling exhibits. Develop and train personnel in proper art handling techniques. Assist in logistics and installation of exhibits.

Perform related professional duties contributing to the realization of City and department goals as required. Involves: Substitute, as qualified, for coworkers or supervisor during temporary absences by carrying out specifically delegated functions to maintain continuity of normal services, if assigned. Provide designated support for projects or activities overseen by supervisor. Engage in special projects and serve on ad hoc committees as required. Explain and demonstrate work performed to assist supervisor in orienting and training less knowledgeable employees.

Knowledge, Abilities and Skills

- Considerable knowledge of professional museum registration procedures.
- Good knowledge of art history.
- Good knowledge of computerized data base systems and word processing.
- Good knowledge of inventory procedures and museum facilities.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate clearly and concisely orally and in writing.
- Skill in meeting and dealing tactfully and effectively with the public.
- Skill in safe operation and care of personal computer or network workstation, and generic business productivity software.

Other Job Characteristics

- Occasional prolonged periods of standing, reaching, stepping on step stools/ladders, pushing and pulling shipping/packing crates and carrying art materials, supplies, artwork and artifacts weighing up to fifty (50) pounds preparing artwork for storage or shipping.
- Occasional exposure to disagreeable chemicals and fumes common to the handling, preservation, storage and shipping of artwork and carpentry utilized in creating exhibits and displays.

Minimum Qualifications

Training and Experience: Equivalent to an accredited Bachelor's degree in Art History or a related field, plus two (2) years art museum registrar or assistant registrar experience.

Licenses and Certificates: Texas class "C" driver's license or equivalent from another state.

Human Resources Director

Department Head